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Scheme of Examination for Recruitment of Group 'B' and Group 'C' Posts under Direct Recruitment

Scheme of Examination for recruitment to the post of **Private Secretary (Post Code 22)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying in nature as described below:

Dictations: 10 minutes @ 120 wpm in English or 100 wpm in Hindi.

Transcription: 50 minutes (English) or 60 minutes (Hindi).

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, Office Procedures, Rules & Regulations relevant to the University System, Knowledge of Computers with Special Reference to Knowledge of Word Processing, Data Analysis etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the skill test.



Scheme of Examination for recruitment to the post of Assistant (Post Code 26)

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e.25 marks))

Proficiency in typing, Computer applications.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances, Domain Knowledge of the Establishment, Accounts, Examinations etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, Office Procedures, Rules & Regulations relevant to the University System, Noting and Drafting etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the skill test.



Scheme of Examination for recruitment to the post of **Personal Assistant (Post Code 27)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying nature as described below:

Dictations: 10 minutes @ 100 wpm (English / Hindi).

Transcription: 40 minutes (English) or 55 minutes (Hindi).

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, English Language Proficiency, Knowledge of Computers with Special Reference to Knowledge of Word Processing, Press Release, Essay, Govt. Rule, University functioning etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.



Scheme of Examination for recruitment to the post of **Junior Engineer (Electrical) (Post Code 34)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e.25 marks))

Practical experience on trouble shooting in the field of various electrical work related to power sub-station LV equipment, transformer, circuit wiring etc.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General studies, Reasoning, General Mathematics, Science, English and Hindi, Computer Knowledge, Electrical Engineering, Service Rules etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, basic concepts of Electrical Engineering, Estimation and Costing, Circuit Law, Magnetic Circuit, AC & Refrigeration, Generators, Fire Safety Systems Lighting and Wiring, Earthing Systems Contract Management / Quality Control / Project Management, Measurement & Measuring Instruments, Electrical Machines, Synchronous Machines, GFR, GeM, GoI Rules etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.



Scheme of Examination for recruitment to the post of **Upper Division Clerk (Post Code 42)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e.25 marks))

English Typing : 35 wpm or Hindi Typing : 30 wpm

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Proficiency in Computer Operations.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances, Domain Knowledge of the Establishment, Accounts, Examinations etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, Office Procedures, Rules & Regulations relevant to the University System, Noting and Drafting etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the skill test.



Scheme of Examination for recruitment to the post of **Laboratory Assistant (Post Code 44)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 marks)).

Skill test shall be conducted in laboratory.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, Science, Domain Knowledge English and Hindi etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge of Technical Support, Maintaining Lab Equipment, Smooth Operations in Laboratory Settings, Arrange Tools, Chemicals, Samples and Other Materials required for Experiments, Data Collection, Record Observations, Maintaining Inventory of Lab Supplies and Equipment, Proper Storage and Disposal of Chemicals & Biological Materials, Knowledge of Safety Protocols, Handling of Hazardous Materials and Waste Disposal.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks is 50% marks (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.



Scheme of Examination for recruitment to the post of **Lower Division Clerk (Post Code 46)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying in nature as desired below:

English Typing : 35 wpm or Hindi Typing : 30 wpm

{Font: Kruti Dev 010 or Devanagari (Mangal)}

Proficiency in Computer Operations.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Writing Skills based on Graduation Level, Language Proficiency in English and Hindi & Noting and Drafting etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks is 50% marks (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.



Scheme of Examination for recruitment to the post of **Laboratory Attendant (Post Code 50)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 marks)).

The skill test shall be conducted to evaluate the practical knowledge about the laboratory.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, Science, Domain Knowledge English and Hindi etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge of Maintaining Lab Equipment, Smooth Operations in Laboratory Settings, Arrange Tools, Chemicals, Samples and Other Materials required for Experiments, Maintaining Inventory of Lab Supplies and Equipment, Proper Storage and Disposal of Chemicals & Glassware, cleaning of Hazardous Materials and Waste Disposal.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the skill test.



Scheme of Examination for recruitment to the post of **Library Attendant (Post Code 51)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 Marks)).

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with the Library's functioning.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, Science, Domain Knowledge English and Hindi etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Knowledge and Application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with Special Reference to Knowledge of Library Software Packages of Word Processing, Data Analysis Packages, Noting and Drafting etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.



Scheme of Examination for recruitment to the post of **Multi-Tasking Staff (MTS) (Post Code 54)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 Marks)).

Electric Work, Plumber, Driving Test, Computer Knowledge, Agriculture Field, Reading, Writing & Typing etc.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, Computer, English and Hindi etc.	50 marks The minimum qualifying marks is 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the Post Concerned, Basic Correspondence, File Management etc.	50 marks The minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.

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